



## Kate Marshall, Treasurer

Office of the State Treasurer  
Nevada's Unclaimed Property Division  
555 E Washington Ave – Suite 4200 ♦ Las Vegas, NV 89101 ♦ 702-486-4140  
Fax 702-486-4177 ♦ Email: [UnclaimedProperty@NevadaTreasurer.gov](mailto:UnclaimedProperty@NevadaTreasurer.gov)

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### Basic Claim – Single or Multiple Owners

#### The Basics.....

- ☐ Sign and notarize the claim form – if there are multiple owners listed, all should sign the form.
- ☐ Include a copy of your driver's license or other government issued photo ID (required for all owners).
- ☐ Provide your social security number (or document showing name and SS#).
- ☐ We will attempt to verify your prior addresses. However, if we are unable to do so, you will be asked to provide proof of residence at the reported address in Section A. Occasionally, the wrong address, or no address, is provided by the reporting company. With limited owner information, you may be asked to provide proof of a business relationship with the reporting company.
- ☐ *In cases where only one owner is claiming, and there is more than one owner reported, you will be paid based on a percentage of ownership.*

#### Additional Items.....

- ☐ In some cases, we are required to have the original instrument such as a gift certificate, bearer bond, money order, or certified check.
- ☐ If you are claiming for a minor, copies of his or her birth certificate and social security number are required.

### Deceased Owner or Heir Claim

#### The Basics.....

- ☐ Sign and notarize the claim form, include copies of your driver's license and social security card.
- ☐ Death Certificate (copy only) is required. If there is a surviving spouse, he or she must be listed on the death certificate.

#### Additional Items.....

- ☐ If the **estate is valued at less than \$20,000**, the following items are required:
  - ☐ Small Estate Affidavit (available on our website)
  - ☐ Affidavit of Heirship – unless being claimed by surviving spouse.
  - ☐ Will, if available, listing the names of the heirs. Payment is based on percentage.
  - ☐ Trust – if a trust was issued, a copy of the trust and "pour over" will are required. The Trustee will claim the funds and the check will be made payable to the trust.
- ☐ If the **estate is valued at more than \$20,000**, probate court documents are required.
- ☐ If the probate order is open, the administrator or executor of the estate must claim the funds. Please provide a copy of the court order appointing the administrator or executor and the Tax Identification Number (TIN) for the estate. The check will be made payable to the estate.
- ☐ If the probate order is closed, provide the court documents verifying the final closing and distribution of the estate and a copy of the probated will or trust. The heirs must file a claim and the funds will be distributed based upon the stated distribution percentage.
- ☐ Other documents may be requested upon review of claim.



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### Business Claim

#### The Basics.....

- ☐ Sign and notarize the claim form.
- ☐ Include a letter authorizing an appointed company employee to claim the funds on behalf of the company.  
Include a government issued ID for the authorized employee.
- ☐ Provide the company's articles of incorporation, LLC agreement, etc., listing the names of officers or officials.
- ☐ Include proof of the business's federal tax identification number (FEIN).
- ☐ Include proof of the business's association with the reported address in Section A or proof of business association with the reporting entity/company.
- ☐ If the company merged with another company, include a copy of the merger agreement.
- ☐ If the company was dissolved, include a copy of the articles of dissolution. If the original owner is claiming the funds, provide proof of percentage of ownership such as a K-1 schedule from a tax return.

#### Additional Items.....

- ☐ If the business is open, and all required paperwork is submitted, the check will be made payable to the business.
- ☐ If the business is closed, and all required paperwork is submitted, the check will be made payable to the owner based on ownership percentage.

- The information provided by the reporting company is shown in Section A of the claim form and is listed how it was reported. If you cannot provide the requested information, your claim may be denied.
  - The owner has the right to claim the funds forever. There is no deadline for claiming funds – whether owner or heir.
  - It may take up to 90 to 120 days to process and pay your claim.
  - ***Please make a note of your claim number as you may check on the progress online at [www.NevadaTreasurer.gov](http://www.NevadaTreasurer.gov).***

#### Annual Auction

The annual auction of unclaimed property is held the first Saturday of every December. Items for auction are the tangible items from safe deposit boxes reported to the Unclaimed Property Division two years prior to the current year. The viewing of items begins at 9am with the auction commencing at noon. The listing of items to be auctioned is available on the website the last week of November.